



Shri Shivaji Education Society Amravati's
Science College
Congress Nagar Nagpur
Accredited with CGPA of 3.51 at A⁺ Grade



Function of OBC Cell

- To circulate the orders and other circulars issued by the University/ Government of India and UGC (University Grant Commission) and to collect regularly, on an annual basis, information regarding course-wise admission of candidates belonging to the Other Backward Classes in the University in the prescribed form within the stipulated date, and to take follow-up action, wherever required
- To circulate the orders and other circulars issued by the Government of India and the University Grants Commission's decisions in respect of appointment and promotion for teaching and non-teaching posts in the University in suitable forms by a stipulated date and take follow-up action wherever required.
- To collect reports, orders, and information issued by the Government of India and the UGC on the various aspects of Education, Training and Employment of Other Backward Classes candidates for evolving new Policies or modifying existing policies.
- To analyse information so collected and prepare reports and digests for onward transaction to the Ministry of Human Resource Development, Govt. of India, University Grant Commission and such other authorities as may be required.
- To monitor the working of the remedial Coaching Scheme in the University for OBC students, including Minorities students.
- To co-ordinate through university with Govt. (State & Central), UGC and such other organizations to get Scholarship/freeship/other financial benefits for OBC & minority students.
- To deal with representations received from Other Backward Classes (OBC) and Minorities Candidates regarding their admission, Scholarships, Recruitment, Promotion, and other similar matters in the University.
- To maintain a database of candidates belonging to OBC.
- Any other work assigned by the University from time to time to promote higher education among OBC students and staff.
- The OBC Cell will exclusively look after the work related to the OBC.
- To ensure provisions for an environment where all such students feel safe and secure.
- To provide prompt counseling for any emotional emergencies arising on account of any events at the campus.

SOP:

- The reservation policy for admission of students is strictly followed as per rules of Maharashtra Government.
- The cell makes sure that all the OBC students are well aware of the various scholarships and benefits of the Government schemes.
- The Cell looks after and makes sure that all the OBC students whether submitted or not their application of scholarships forms within time.
- The college strives to create an atmosphere where no student from the other backward classes is harassed.
- To circulate State Government and UGC's decisions about different scholarship programs.
- The cell works to communicate/mentor the students and motivate them for better career/opportunities in future.